



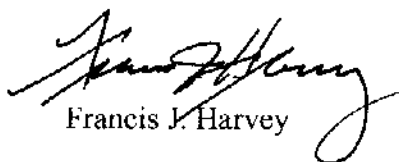
SECRETARY OF THE ARMY  
WASHINGTON

22 FEB 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Mail (E-Mail) Backup and Storage

1. All organizations are required to plan for contingency operations in the event of emergencies caused by natural disasters, civil disorder, exercise situations, mobilization, or war. Mission critical data must not be lost because of failure to plan for contingencies. Since most of the information resources we manage are in electronic format, for example, e-mail messages, the routine procedure of backing up file servers is essential to maintaining Continuity of Operations Plans (COOP).
2. I am tasking the Chief Information Officer/G-6 and the Deputy Chief of Staff, G-3/5/7 to update their respective regulations to direct the back-up of e-mail and Web file servers for a period of no less than 90 days in off-site secure storage facilities. This includes Web information on Army public and private Web sites. Army commanders in posts, camps, and stations will incorporate this minimum time period in future resource projections for contingency planning.
3. Army commanders and heads of agencies should also be aware that backup tapes are to be used for security and contingency planning only and are not to be used for archiving record information. The Army Records Information Management System (ARIMS) <https://www.arims.army.mil/> must be used to transfer and archive long term and permanent electronic records, including record information in e-mail messages, in accordance with a records manager approved disposition schedule. The organization's records manager must determine the disposition of electronic records as early as possible to ensure that only long term and permanent records are captured and maintained in ARIMS.

  
Francis J. Harvey

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